






**FORMAT FOR PARTICULARS OF STAFF TO BE SUBMITTED TO THE NRC, NCTE, JAIPUR**




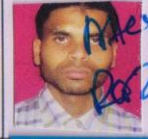

**PARTICULARS OF NON TEACHING- STAFF**

Session 2016-18

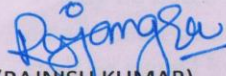
Name and address of the Institution: **KIRTI COLLEGE OF EDUCATION, VPO- ANAYAT- 131301, TEHSIL- GOHANA, DISTT.- SONEPAT, HARYANA** Course: **B.Ed.**

Sr. No.	Name with Date of Birth	Attested Photograph of the Appointed Non-Teaching Staff	Whether SC/ST/OBC/ other Category	Post	Qualification	Experience	Date of Joining
1	Mrs. Pinki (20.12.1983)		GEN	Librarian	B.Lib. (68), M.Lib. (72%)	4 Year	1/09/2016
2	Mr. Ravinder (06.04.1983)		OBC	Office- Cum- Account- Assistant	B.A (52%)	7 Years	12/01/2010
3	Mrs. Anju (08.09.1990)		GEN	Labi Assistant	B.Tech.(CSE) 72%	1 Year	02/02/2017
4	Mrs. Nidhi (17.05.1992)		GEN	Office Assistant - Cum Computer Operator	BCA (74%)	1.6 Years	06/03/2016
5	Mrs. Sarita (12.02.1989)		GEN	Store- Keeper	BA (58%)	3 Years	25/12/2016



6	Mr. Sanjeev Jangra (08.12.1982)		OBC	Technical Assistant	Diploma in Comp. Engg.	6 Years	16/11/2012
7	Mrs. Sushma (12.04.1995)		GEN	Lab Attendant	12th Science (54%)	1Year	12/01/2017
8	Mr. Ishwar Singh (26.11.1972)		GEN	Helper	8th Pass	2 Years	26/04/2014
9	Mr. Lakhmi		SC	Chowkidar	Literate	5 Years	21/07/2012
10	Mrs. Maya Devi		SC	Sweeper	Literate	5 Years	21/07/2012

The above appointment have been made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.

  
(RAJNISH KUMAR)

Name & Signature of the  
Authorized Representative of the Institution

Date 23/02/2017

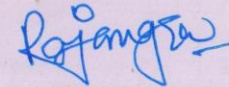
Name & Counter Signature with Seal of the  
Registrar/Competent Authority of the Affiliating Body\*

- Note: The institution shall submit the above list as per the provisions of the NCTE Regulations, 2014 indicating qualification, percentage of marks, teaching experience etc. along with attested copy of professional qualification & experience certificate and attested photographs of staff duly countersigned by the competent authority of the affiliating body or endorsement of the same by submitting a written approval of the competent authority of the affiliating body as per the above format.



### CERTIFICATE FROM THE MANAGEMENT

- (i) All appointments are on full-time and regular basis except those specified as part-time as per the NCTE norms. The academic staff of the institution (including part-time staff) is/shall be paid salary in such scale of pay as prescribed by the UGC/University/affiliating body from time to time through account payee cheque or as per advice into the bank account of employee specially opened for the propose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (ii) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the NCTE as amended from time to time.



**RAJNISH KUMAR**

**Name & Signature of the**

**Authorized Representative of the  
Institution**

Date

28/09/2017

- It may be noted by the teacher education institution that in case of self finance institutions runs by the pvt. Managements under society/trust, the above details shall be signed by the Secretary/President/Chairman of the concerned Management. In case of the Govt./University/aided institution the same shall be signed by the Registrar/Director/Principal/HOD of the intuition.